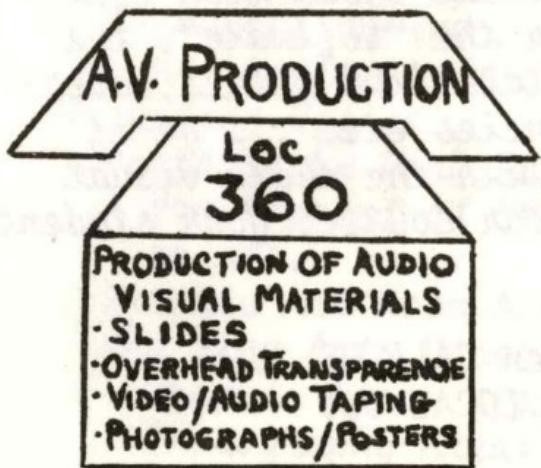


# Educational Media Centre



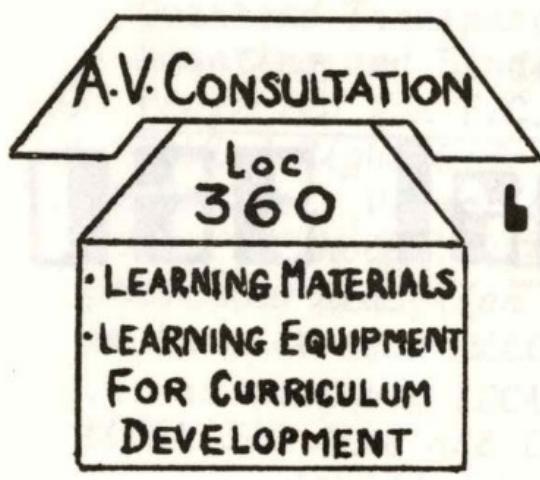
"360"



One

Local  
will

Do it



"360"

# Who Are We Where Are We What Can We Do For You?

??

We are a small Department formed to answer the greatly expanded needs of the Loyola community for instructional and learning support.

Large productions such as live theatre, dance, major films, and auditoria events can be booked through Events Co-Ordination, Local 524.

But if your need is for classroom learning equipment and a technical operator to "run" the equipment ... or for audio visual production equipment ... or for the "software", the learning materials like slides, overhead transparencies etc. ... or if you want help with the audio visual component of your course, your student project ...

... then CALL US ...  
at LOCAL 360

## Local 360

### (1) F.C. SMITH AUDITORIUM: Enter South East Door

#### Ground Level:

- Audio visual Equipment Storage and Distribution Area.
- Audio Production Area:
  - individual recording, editing and multiple copying facilities.
  - audio/slide synchronization facilities.

#### Basement Level: Right Side

- Video Tape Editing Area.

### (2) REFECTORY BUILDING:

Mezzanine Level: Enter, pass the Fine Arts Reception Office, turn left, up the stairs where in the first two offices personnel can help you with:

- Planning the complete audio visual component.
- Selecting the medium.
- Designing the audio visual materials.
- Technical advice.

#### Ground Level: Left of the Fine Arts Reception Office.

- Photography Dark Room Area:
  - development of black and white prints.
- Graphic Art Room Area: shared with the Fine Arts Department.
  - Graphic Area: layout and design.
  - Photography Area: direct and copying.
- Overhead Transparency Making Area:
- Mounting and Binding Area:

### (3) Projected for F.C. SMITH:

Behind Right Side Loge

- TV Control, Video Tape Production Area: although this service is not presently ready for operation ... we know it soon will be!

... so that one LOCAL does it all!  
LOCAL 360 ties all E.M.C. physical facilities together!

**FACULTY:** We can plan with you the learning materials to achieve your learning objectives and we know we can help you answer these questions:

- How do I divide my course curriculum into sequential learning components?
- What's the best medium to select to get my course across?
- What audio visual resource material is there already available in this subject area?
- How can I design and produce the "software" which needs to be individually prepared for my course?
- If needed, what technical operational help can I get to assist me in presenting this audio visual component?

**STUDENTS:** Do you have a seminar, a class or individual project to present for any course? The clarity that an audio visual supplement can give to your presentation should surely be worth an extra "E" for effort!

We can and want to help any individual student, student association or affiliated group plan and design their message. "Let US help YOU say what you want to say ... better!"

**COMMUNITY GROUPS:** Is there any community group "out there" who want to show films or slides as a community study or community mobilization effort?

If so ... call LOYOLA and ask for LOCAL 360

# How To Use Us!

- PHONE: LOCAL 360
- REQUEST: - the type of service you want.
  - the date wanted, from: - to:
  - the location of event.
  - whether a technician operator is required.
  - for what course.
- TIME: The E.M.C. will provide service from 9:00 to 23:00 hours, Monday to Friday and from 9:00 to 13:00 hours, Saturday.  
The hours from 17:00 to 23:00 weekly and 9:00 to 13:00 Saturday will be for a pick up and return of equipment and technician operator service only.
- PERMANENTLY EQUIPPED A.V. ROOMS:  
An audio visual presentation can be carried out in any reasonable room on campus, however the following will simplify equipment cartage.

LARGE ROOMS:	SEATING CAPACITY
Vanier Auditorium	75
Drummond Sc. 108	100
Drummond Sc. 103	200
Bryan 204	200
SMALLER CLASSROOMS:	
AD 409	50
AD 315	50
CC 425	50
<del>                </del>	50
DS 105	50

The Registrar's Office has booked these classrooms for courses with the highest likelihood of audio visual usage. For several hours each day these classrooms will be free for any other course needing audio visual facilities. Book the audio visual use of these classrooms through

LOCAL 360

• CHARGES: The following charges should be noted:

## FOR NON-LOYOLA REQUESTS:

Service: \$25 on a 4 hour rotating basis plus Equipment Loan rates per day of:

\$10 for loan of Professional Audio Visual Equipment.

\$5 for loan of Professional Audio Visual Accessories.

\$5 for loan of Non-Professional Audio Visual Equipment

\$2 for loan of Non-Professional Audio Visual Accessories.

Supplies and technicians' labour for production jobs will be quoted on.

One half the per day equipment rate applies to Loyola requests outside the regular E.M.C. hours.

## REQUESTS FOR AUDIO VISUAL EQUIPMENT:

Requests must be made to E.M.C. a minimum of 24 hours prior to the time of the event.

Delivery will be with a technician operator only.

All other pieces of equipment will be picked up, signed out and returned by the person requesting or his/her designee.

THERE WILL BE A FINE OF \$10 PER DAY FOR LATE RETURN OF EQUIPMENT.

An extension on any equipment loan will be given provided there has been no other prior booking for that piece of equipment.

Anyone borrowing equipment without an E.M.C. technician operator must prove to E.M.C. staff he/she can use that piece of equipment.

The loanee will be responsible for any broken, abused or lost equipment.

That's how to use us!  
One LOCAL does it all!

... LOCAL 360 ...